

Acknowledgments Topics

TOPIC	QUICK OVERVIEW	KNOWLEDGE BASE ARTICLE
Assigning Acknowledgments	<ul style="list-style-type: none"> From the Home tab, click Assign Acknowledgments Select user(s) or user groups Locate policies to assign 	https://support.policystat.com/hc/en-us/articles/204353209
	<ul style="list-style-type: none"> Assign users using the Recurring Acknowledgments area at the bottom of a policy (requires Ownership permissions) 	
Recurring Acknowledgments	<p>By default, users need to re-acknowledge an assigned policy every time a new version of the policy are published. To assign only the current version, check the box next to Only assign this policy version</p>	
Viewing Incomplete Acknowledgments	<ul style="list-style-type: none"> From the Home tab, click View Acknowledgments Choose from the following options: <ol style="list-style-type: none"> To view all incomplete acknowledgments, click the Show Incomplete Acknowledgments button To filter by Policy Area(s), double click the Policy Area name to move it from Available to Selected and click the Show Incomplete Acknowledgments button To view all acknowledgments, both completed and incomplete, click the link at the bottom of the page titled incomplete and complete acknowledgments Follow steps A or B as needed 	<p>View Existing Acknowledgments https://support.policystat.com/hc/en-us/articles/207388176</p> <p>Incomplete Acknowledgment Notifications https://support.policystat.com/hc/en-us/articles/205071799</p>
Unassigning Acknowledgment	<ul style="list-style-type: none"> To unassign users one by one, click the Unassign button at the end of their user profile Select multiple users by checking the box before their names, then click Unassign Checked Acknowledgments 	https://support.policystat.com/hc/en-us/articles/115000091324
Create User Groups	<ul style="list-style-type: none"> From the Home tab, click User Groups Click Create User Groups (top right of screen) Enter a Group Name and add users Click Create User Group 	https://support.policystat.com/hc/en-us/articles/204353069
Edit User Groups	<ul style="list-style-type: none"> From the Home tab, click User Groups Locate the group, then click Edit Add or remove users as needed 	

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